

FISCAL YEAR 2020 OPERATING BUDGET CALENDAR CHARLES COUNTY, MD

(Adopted October 16, 2018)

<u>Time Line</u>	<u>Action</u>
October 31, 2018	Elected Officials / Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for operating requests. Performance Measurements file sent to departments.
November 30, 2018	County Department and Elected Officials / Agencies requested budgets and Performance Measurement files are returned to Fiscal and Administrative Services / Budget Division.
February 28, 2019	Board of Education and CSM Operating Budget Requests due.
March 19, 2019	Budget Work Session – Enterprise Funds (Operating and Capital)
March 26, 2019	Budget Work Session - General Fund Revenue Outlook
April 2, 2019	Budget Work Session - Fees & Charges
April 9, 2019	Budget Work Session - General Fund
April 9, 2019	Public Hearing - Operating and Capital Budgets
April 16, 2019	Budget Work Session - General Fund
April 30, 2019	Budget Work Session - General Fund & Special Revenue Funds
April 30, 2019	Public Hearing - Constant Yield Tax Rate
May 7, 2019	Budget Work Session - General Fund and Recap of All Budgets
May 14, 2019	General Fund Tax Rates & Budget Adoption Budget Adoption of All Other Funds
May - July	Approved Budget Book prepared

FISCAL YEAR 2020

CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted October 16, 2018)

<u>Time Line</u>	<u>Action</u>
September 10, 2018	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
October 1, 2018	Governmental CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 9, 2018	Enterprise Fund CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 15, 2018	General Government CIP operating impact forms are returned from the Department of Public Works.
October 22, 2018	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 14, 2018	Budget Work Session: Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission. Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. <i>(Letter due to IAC on November 27, 2018)</i>
March 19, 2019	Budget Work Session – Enterprise Funds (Operating and Capital)
March 26, 2019	Budget Work Session – General Fund CIP review
April 2, 2019	Budget Work Session – General Fund CIP review
April 9, 2019	Public Hearing on CIP
May 7, 2019	Budget Work Session - Recap and final review of the FY2020-2024 CIP
May 14, 2019	Formal Adoption